

Dear COURTS on-line Subscriber:

Please be advised that the *COURTS on-line* program will undergo a significant upgrade on Monday, April 10, 2006.

This upgrade will enable e-filing law firms to file Applications for Review and/or Modification for Formal Awards (ARM's), Answers to ARM's and Amendments to all the available electronic document types. There are also several other system upgrades and corrections.

Please note that this release has undergone a thorough review and testing but because of the complexity of the upgrade and the wide range of existing case information in our system, you may find some instances of errors or conflicts occurring.

We encourage you to try e-filing an Application for Review and/or Modification document or an Amended document during the first day or two of this release as it will assist us in monitoring the system to ensure that the upgrade is working smoothly.

If you run into any issues, please contact us as soon as possible so that we can troubleshoot the problem.

***COURTS on-line* helpdesk: 609-984-2555**

courts@dol.state.nj.us

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I. Corrections and new features:

- The ability to modify a pre-populated attorney and carrier address on any of the e-filing forms. This new feature will hopefully encourage filers to avoid using the "unlisted" option from the carrier search screen.

Helpful Hint—search for a carrier in the carrier search table. If the carrier you are searching for is listed but has an address that doesn't match your records, select it. Then once you are back in the data entry screen, you can overwrite the pre-populated address with a new address if you so choose. Previously, you would have selected the "unlisted" option and then manually typed in the name and address of the insurance carrier on the form. **Benefit**—selecting a carrier from the table rather than using the unlisted option ensures that the carrier, if e-filing, will receive instant notice of the filing electronically.

- Answer to Claim Petition report correction (**section 17 Permanent Disability Paid section**).
 - The new form has an additional data entry field to capture all the information relevant to permanent benefits already paid on the case. Previously, the "body part" field was missing.
 - Additionally, an error would result (multiple blank documents being saved into the FileCabinet) if you entered in a number with a decimal point in the "# of weeks" field. This has been corrected.
- **Print E-Filed Docs** – Law Firms interested in doing a batch print of all e-filed documents sent to their firm can do so through the "**Print E-Filed Docs**" function.

Instructions: Simply select this function from the menu, enter in the date period and the specific document type (or all documents "**all docs**") and then click on **Continue**. A listing of all e-filed documents sent to your firm's Message Box will be provided. You can choose to preview/print them by clicking on the **Preview All** button.

- The **log out button**, located at the top right hand corner, should now be available for all users. Previously, this button would not appear for some users that were using 15" PC monitors.

To improve system performance, all users should hit the "log out" button after their session in COURTS on-line has been completed.

- **Message and File Cabinet document auto deletion schedule** – this is a new feature that you will see when the system is about to purge old messages from your Message Box and old documents from your FileCabinet. This schedule will inform you of the date a message or a document will be automatically deleted.

Helpful Hint - For FileCabinet documents, if you want to keep a document from being purged, you can simply open the document up and resave it.

- **Data Download** – this new feature will enable you to extract a text file of all relevant data on cases that have been e-filed by your firm.

Helpful Hint: From the navigation menu, click on "**Data Download**". In the next screen, enter in one of the following criteria - date range or specific CP # and then hit "**CONTINUE**". A new window will open which will have a text file of all the data matching the search criteria.

The Data Download feature can be used to synchronize your own database with the COURTS on-line system. For additional information and assistance on how to use this new feature, please contact us at courts@dol.state.nj.us.

II. New Document types for e-filing:

- Application for Review and/or Modification of Formal Award (ARM)
- Answer to ARM
- Amended Claim Petition
- Amended Dependency CP
- Amended Answer to CP
- Amended Answer to Dependency CP
- Amended ARM
- Amended Answer to ARM

PLEASE REVIEW THE FOLLOWING INFORMATION BEFORE COMMENCING WITH E-FILING.

APPLICATIONS FOR REVIEW AND/OR MODIFICATION OF FORMAL AWARD (ARM)

Requirements for Filing:

Any e-filing attorney can file an ARM. You do not need to be the original attorney for the case. If you are filing on behalf of the petitioner, you cannot be the active respondent attorney on that case. Conversely, if you are filing on behalf of the respondent, you cannot be the active petitioner attorney on that case.

Process:

- From the E-filing Menu, select **Application for Review and/or Modification of Formal Award**
- Enter the Social Security number for the petitioner and the case number. Hit **CONTINUE**.
- If you are an attorney that was not the original attorney on the case, you will be asked to also provide the petitioner's first and last name in addition to the CP # and SSN. The name must match the data that is in our system for that case. If the petitioner's name has changed since the original case, you will need to enter the old name in order to get into the data entry template.

- The next screen will be the ARM data entry template. The petitioner, respondent and carrier information will be pre-populated with the latest data from our database.
- You may choose to overwrite any of the petitioner information, except for the SSN.
- If you need to change the carrier on the case (e.g. if original carrier was taken over by a new carrier), you can click on the carrier search button and select a new carrier.

Cases involving multiple active carriers

Note - If the case has multiple carriers that remained active after the case was closed, all these carriers will be listed on the ARM document and will be made a part of this filing. You will be able to determine the existence of multiple carriers on the case from previewing the document (through a **Save & Preview**) or by clicking on the **Additional Carriers** button located at the top of the data entry screen and noting whether other carriers are listed for this case. Many times, it is appropriate to have multiple carriers remain active on a closed case as there can be multiple judgments awarded against different carriers. Other times, it is due to a data entry error where staff may have inadvertently forgotten to inactive a carrier after they were dismissed from the case.

We realize that you may not want to involve all the active carriers on this particular filing, but due to programming and database constraints, we are unable to control this. You may consider filing the ARM manually if you do not wish to proceed electronically. Alternatively, you may contact our technical support staff (courts@dol.state.nj.us, 609-984-2555) and ask that they review the case to confirm if the carrier information on the case is correct. Staff may be able to correct the data within a short turn around time.

- Complete the remaining fields in the ARM template. The following information is required:
 The party filing this document (Petitioner or Respondent)
 The date the prior award made (mm/dd/yyyy format)
 The name of the Judge who made the earlier decision (select from drop-down list)
 The reason for filing (text description - i.e. injury worsened, etc.)
 The document number (i.e. this is the #1 ARM being filed, or #2, etc.)
- You can Save the document at any point. It will be available from your **FileCabinet**, identified by the case caption and CP #.
- If you are ready to Submit, you must do a **SAVE & PREVIEW** of the document and have your client sign the document before hitting the **SUBMIT** button.
- After submitting you will receive a confirmation message with a link to the filed document.

ERRORS

You may receive errors or may be prevented from filing an ARM in the following instance(s):

- If the case is already open in our system.
- If there are multiple active respondents. You will have to file the ARM manually.
- If the case has an accident date older than 1999. These errors are typically a result of data conflicts arising from earlier system conversions. You will need to file the ARM manually. If you need assistance, you can contact our helpdesk at 609-984-2555, courts@dol.state.nj.us.

- For certain filings where the court reporting agency has changed from the original assignment, the assignment record noted on the printed form may indicate "*Inquiry Only*" instead of the actual office. There is no need to worry about this. The case will be assigned to the correct office. This is a result of a data conflict in the system and does not impact the processing of the case.

ANSWER TO ARM

Requirements for Filing:

Any e-filing attorney can file an Answer to ARM. You do not need to be the original respondent attorney for the case.

Process:

- From the E-filing Menu, select **Answer to Application for Review and/or Modification of Formal Award**. Enter the Social Security number for the petitioner and the case number. Hit **CONTINUE**. (Alternatively, if the ARM was e-filed and the related message appears in your **Message Box**, you can proceed directly to the template from clicking on the link provided in the Message Box)

- The next screen will be the Answer to ARM data entry template. The form will be pre-populated with the latest data from our database. You can modify the information including the carrier.

- Complete the remainder of the form. You can **SAVE** the document at any point. It will be available from your **FileCabinet**, identified by the case caption and CP #.

- If you are ready to Submit, you must do a **SAVE & PREVIEW** before hitting the **SUBMIT** button.

- After submitting you will receive a confirmation message with a link to the filed document. The Message will advise you of the e-filing status of the Petitioner's Attorney and the Insurance Carrier. If they are e-filers, the system will send them the filed document through the *COURTS on-line* system. Otherwise, it is your responsibility to print up and mail them a hard copy of the Answer.

AMENDMENTS:

You can file an Amendment on almost every case, whether it was manually or electronically filed. The following are some exceptions:

- **If the case has multiple active respondents**
- **If you are not the active attorney on the case**

Process:

- From the E-filing Menu, select the Amendment document type (i.e. Amendment to Claim Petition, Amendment to Answer, etc.)

- Enter the Social Security number for the petitioner and the case number. Hit **CONTINUE**.

- The data entry template will appear, pre-populated with the latest information from our database. If the prior document was e-filed, the template will be completely pre-populated with the data from your last filing. If the prior document was manually filed, the system will only pre-populate certain data elements, such as Petitioner, Respondent and Carrier data and date of accident. You will have to enter in the remaining information.

- If you want to change any of the pre-populated data fields, simply overwrite it.

Note: You will not be able to change an existing respondent through the e-filing of an Amendment.

If you want to change a carrier, you can by hitting the carrier search button and selecting a new carrier. The Amended form will have the new carrier listed in place of the old carrier. Please note however that our system will continue to have both the earlier carrier and the new carrier active on the case. The earlier carrier can only be removed from the case by order of the judge.

-You can **Save** the document at any point. It will be available from your **FileCabinet**, identified by the case caption and CP #.

- If you are ready to Submit, you must do a **SAVE & PREVIEW** before hitting the **SUBMIT** button.

- After submitting you will receive a confirmation message with a link to the filed document.

Note: If the original document was e-filed, changed information on the e-filed Amended document will be highlighted in light grey. These highlights will not appear in the printed document from your FileCab, but only on the document after it has been submitted.

- If filing an Amended Answer document, the Confirmation Message will also advise you of the e-filing status of the Petitioner's Attorney and the Insurance Carrier. If they are e-filers, the system will send them the filed document through the *COURTS on-line* system. Otherwise, it is your responsibility to print up and mail them a hard copy of the Amended Answer.